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4 March 1970

MEMORANDUM FOR : Information Processing Coordinator,
DD/S

SUBJECT : Savings Through the Use of Computers

REFERENCE : Memorandum from the Deputy Director
For Support, dated 16 February 1970,
Same subject (DDS 70-0672)

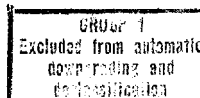
1. The number of personnel assigned to the Security Records and Communications Division in the Office of Security has not been reduced significantly since the SANCA, SEADORS, SPECLE and CAPER systems began. The Division, however, has been able to service and maintain continually increasing record holdings with the same number of personnel because of the automated systems.

2. Our Indices Section has been reduced from [redacted]

[redacted] These positions were not eliminated or saved but were used to form our Computer Support Section. It should be noted that this Section has been able to handle all of the SR&CD key punch requirements, including complete key verification. The Computer Support Section also performs miscellaneous key punch work for other Office of Security components and it is operating remote terminals, a card sorter, and the CIA to Ft. Holabird Data Communications Link.

3. While the personnel savings are not significant in terms of numbers, the capabilities of the Division for responding to unusual

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work loads or requirements for special support have increased tremendously. Our computer systems make it possible for us to:

A. Operate with approximately one fourth (1/4) of our file holdings in the Records Center. Through the use of the SEADORS records more than 215,000 files are controlled by one clerical employee.

B. Monitor, using the CAPER system, the flow of cases through the Office of Security as clearance requests are processed.

C. Provide accurate listings of various combinations of special clearances (SPECLE) held by personnel in this Agency, other government agencies and private industry.

D. Perform, on all systems, file maintenance and checking with the aid of alphabetical machine listings, accurate computer produced totals and sophisticated edit routines.


E. Operate with no backlogs in name searches and name checks since the SANCA system became operational. Backlogs of several weeks were common at times under the old manual system and this was one of the justifications for installing the computer index system.

F. Respond to CI type requests of our file holdings. As an example, we have provided many SANCA listings of categories or types of personnel in our files. The manual index is strictly a name search only file and to manually search and compile such listings would have required many days of work and perhaps countless hours of overtime. It would be impossible for us to manually compile comprehensive lists on a priority basis.

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4. Questions dealing with subject matter may be directed
to 



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Chief, Executive Staff
Office of Security

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